



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-337

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SUBCHAPTER 3 FAM 4840 RECOGNITION AWARDS

MAJOR CHANGES

1. This transmittal applies to Foreign Service and Foreign Service National employees of State, USIA, and USAID and to Civil Service employees of State.
2. Section 3 FAM 4842.3 , Payment of Awards, is a new section which provides a cross reference to 3 FAH-1 H-4818 .
3. Section 3 FAM 4843, paragraph, a., b., and c. provides new text describing the “Time Off From Duty Award”.
4. Section 3 FAM 4843.3 a has been amended by adding “for employees assigned abroad” to the end of the paragraph.
5. Section 3 FAM 4833.3 c has been amended to read “Posts/bureau may delegate approval authority in writing to the immediate supervisor for periods not to exceed the number of hours in the employee’s workday”.
6. Section 3 FAM 4843.4 is a new section which provides a cross reference to 3 FAH-1 H-4843 .
7. Section 3 FAM 4848, Procedures and Guidelines is a new section providing cross references to the procedures and guidelines published in 3 FAH-1 H-4810 and 3 FAH-1 H-4840 .
8. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 section FAM 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and destroy the text of the old 3 FAM 4840 subchapter (issued under TL:PER-328, dated 12-3-1996; 10 pages total) and replace it with the attached revised 3 FAM 4840 subchapter.
2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:PER-337, and initial.

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(PER/PE)